**COMMUNICATIONS COMMITTEE**

**MINUTES**

**Date/Time/Place: March 17, 2020 – Zoom - 10:00-11:30am Central time**

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| **Chair:** Mrs. Suzanne Petrouski | **Recorder:** Br. John Eustice | **Prayer**: Sr. Lovina Pammit |

**Attendance: P = Present, T = Telephone, Z = Zoom, E = Excused, A = Absent**

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| Z | Sr Connie Bach, PHJC |
| Z | Sr. Lovina Pammit, OSF |
| Z | Mrs. Suzanne Petrouski, Little Company of Mary |
| Z | Br. John Eustice, CSV |

| # | Agenda Item | Findings/Discussion/Analysis | **D**ecision/**R**ecommendation/  **F**uture Actions |
| --- | --- | --- | --- |
|  | Welcome | Suzanne welcomed the members at 11:00am |  |
|  | Prayer | Prayer was led by Sr. Lovina. |  |
|  | Agenda | The agenda was reviewed. Added handbook and Calendars. Add format from Archdiocese for newsletter in New Business. | **D-**Accepted with changes. |
|  | Minutes | The minutes of February 14, 2020 were reviewed. | **D-** Accepted as written. |
|  | Finance  OFR Report | In-Kind Hours: 20.5  In-Kind Donations: None |  |
|  | Board Response/Request | 1. Budget requests | **D**-Budget requests are to be included in the minutes per Board. |
|  | Old Business | 1. Vocation Voices:   March – Arturo Gonzalez  April-Sr. Desire’ Findley, CSSF  May-Sr. Mary Jo Curtsinger, CSJ  Others-Saul Garcia   1. Handbook  * Date on front and footer were changed to reflect the current revisions (3/11/20). * Revised Handbook has been added to the website. * Revision included Board Evaluation. | **D-**Due to the Corona Virus, all CAVA events in March and April are cancelled.  **D-**Further decisions will be made as news develops.  **D-**A clear statement will be placed on the website and sent to CAVA members.  **D-**A link will be added to the Archdiocesan website for more details.  **D-**Lovina will compose a statement and send it to the committee for review. |
| 8. | New Business | 1. April Update:  * Statement on Corona Virus (COVID-19)on website * Handbook revised and posted on website * Add new member – Sr. Teresa Paul Selamat, OSF replaces Sr. Rose Terese Mann. Orientation has been provided.  1. Spring Newsletter:  * Br. John’s article for school visit-St. Stanislaus Kostka * Sr. Connie article for CSW-Nativity of Our Savior * Article on BPR at St. Xavier  1. Upcoming Events: See above. 2. Discussion: Organizational Chart   A visual representation of the CAVA organization is needed (flow chart).   1. Communications Chart Review  * Instagram: We have an account but this is something bigger than Communications right now. How will we use CAVA money for CAVA needs (i.e., invest on hiring someone to do this piece for CAVA). They will need direction and parameters as what to promote and how often. Link to mission of CAVA. * Dream as a committee  1. Other:  * Format from Archdiocese (Lovina – Monthly Update). Review for April 15 before newsletter. Reviewed as shared on Zoom screen. Approve by email. * Minutes (format) - Add key for **D, R, F** for future secretaries.  1. Calendars:  * Corona Virus  1. Committee Evaluation:   Includes setting goals for coming year. | **D-**Would like circular model with mission and vision at the center. Include links to OFR  **D**-John will put together an illustration of a possible structure for the April meeting.  **F-**Table untilApril Meeting.  **D-**Take request to Board for additional funds for hiring someone to do Instagram.  **F-**Talk about how to move CAVA forward with social media. Have clear request for board ready.  **D-** Separate titles: OFR/Chicago Archdiocesan Vocation Association Members. (Take out word “for”). Leave  **D-**Say full name of CAVA.  **D-**Keep 40h anniversary logo on banner.  **D-**Pictures more important for Newsletter, not Update.  **D**-Add COVID-19 statement in right hand column. Remove upcoming events in march and add TBD for others.  **D-**Condense and add link to submit article and photographs instead of printing whole thing.  **F-**Suzanne will send Communications Committee Evaluation Form to be completed for the April meeting. |
| 9. | Reflections | Meeting Evaluation: Went well, Accomplished much. Teaching meeting to help John learn how to do minutes on template was helpful for all to be on same page. Patience was appreciated. Appreciate safe place for sharing.  Diversity: Sr. Desire being featured in Vocation Voices (diverse culture, dance, new ministry, etc.)  Jorge and Arturo in Vocation Voices also shows diversity in membership. |  |
| 10. | Calendar | Next meeting: April 8 at 9:30-11:00am Central Time. |  |
| 11 | Adjournment | Meeting adjourned at 11:42am. |  |

**Scheduled Meetings:** April 8 – 9:30 on Zoom. Prayer – Connie. Recorder: Br. John in tandem with Sr. Lovina.

**Other meetings:** May 5, June 3 (In person – TBD)

**Updates: Submission (D) due on the 20th of the prior month. Mailing (M) the first week of each month.**

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| **NEWSLETTERS** | **SUBMISSION DUE DATES** | **DISTRIBUTION** |
| **SPRING 2020** | APRIL 1 | APRIL 15 |
| **SUMMER 2020** | JULY 1 | JULY 15 |
| **FALL 2020** | OCTOBER 1 | OCTOBER 15 |
| **WINTER** | JANUARY 1, 2021 | JANUARY 15, 2021 |

**Key for D, R, F (last column of minutes)  
D-**Decisions that are made during the meeting (i.e., Sr. Lovina will send out the Update to be reviewed.)

**R-**Recommendations that are made during the meeting. (i.e., We recommend a budget of $2500 for 2020.)

**F-**Future items for upcoming meetings (i.e., Research to be done regarding Hootsuite and included in next year’s budget.)